

Centralized Cotton Redemption (CCR)

Sequence of Events

1.	Producers may designate a loan for CCR (EAD) redemption at loan making.
2.	If the producer designates CCR (EAD) redemption at loan making, and the County Office answers questions in recording the loan in APSS, the EAD flag is automatically set.

COPS	3.	If the producer does not designate the loan for CCR (EAD) redemption at loanmaking, the County Office can set the EAD status to “Y” in COPS for each applicable loan. (See User Guide in COPS for instructions.)
	4.	Buyer requests an invoice of desired bales from COPS.
	5.	COPS sends an Email to a County Office employee listing the loan numbers for which an invoice has been sent to the buyer. The subject line reads “CCR in Progress”. If any action needs to be taken against the loan while a “CCR in Progress”, contact the State Office. The CCR invoice is valid for 21 calendar days, but may be canceled by the merchant anytime before payment is submitted. An email will be issued when a buyer cancels a CCR invoice.
	6.	Buyer wires the money through Kansas City to the Federal Reserve and COPS releases the warehouse receipts to the buyer.
	7.	COPS sends an Email to the County Office employee providing the repayment invoice number that is available for downloading from COPS.
	8.	County Office will go into “Invoice Review” in COPS. Select “Cotton Redemption Invoice” from the “Invoice Type” dropdown button and click on “List”. Click on “line no.” for the desired invoice number, then: <ul style="list-style-type: none"> • click the following buttons and print the reports for each file: <ul style="list-style-type: none"> ◦ invoice detail ◦ loan recap ◦ print invoice screen • click on “Download Invoice” (See User Guide in COPS for instructions.)
PC	9.	In Cotton PC software, transfer the repayment files to APSS. From Menu 001, click on Option 4 – “Centralized Repayment Functions”. From Menu 400, click on Option 1, “Transfer Repayment Files to APSS.” Select applicable file name and transfer to the Sys36 just as you do at loan making.
APSS	10.	In APSS, use Option 4 Repay a Loan answering “N” to the question, “Is this the recording of a manually made action?” Select Option 3 for “Centralized Repayment”. Basic repayment screens will come up. On Screen AGK01500, enter <u>1EFT</u> , in the “Check/Item number” blank and enter the TOTAL amount of the invoice on the first repayment. If the invoice contains multiple loan repayments, enter “1EFT” for the check/item number for each subsequence to repayment.
	11.	Prepare and close the schedule

Kansas City will release the EWRs. (Do not release the bales in the PC). Do not send CCC-500 to the buyer. They receive an electronic copy.

NOTE: See Paragraph 210.8 of Handbook 7-CN for handling invoices with negative repayments.

See Paragraph 210.11 of Handbook 7-CN if a CCR repayment is reversed or cannot be entered because a loan must be corrected (COPS error) before recording the CCR repayment.